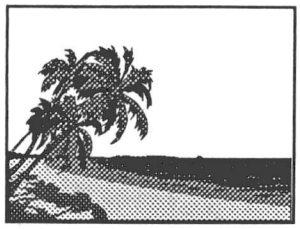
Volume #1, Office of the Treasurer, September 3/90

The Travel Report

With the season almost over, I would like to welcome you back to work and tell you of the exciting events that have happened over the summer regarding travel.



Travel Section
The new Travel Policy & Procedures were approved on October 1, 1989 and implemented on January 1, 1990 and became effective on June 1, 1990. In order to maintain the new policy, a new section which stems out from Treasury known as the *"Travel Section"* was established, and I, yours truly, have been assigned to co-ordinate this area. **My name is Michelina Sardella-Trapid, but please call me Mich and I may be reached at local 4921.**

Workshops
There will be workshops made available on every first Wednesday of each month for those who may have questions regarding the Travel Policy & Procedures. This workshop is geared to help individuals understand the new policy as well as fill-out the new forms. They will be running from October through April.

Also, on the following dates and time schedules, our three recommended travel agents will be presenting a workshop. They will be there to tell you of the services that they are offering to the University as well as answer any questions you may have regarding flights, hotels and car rentals. You may attend one or all three workshops if you wish to familiarize yourselves with our travel agents.

September 19, 1990: Goliger Travel
10:00 a.m. to 12:00 p.m.
H-769 (SGW)

September 26, 1990: American Express
10:00 a.m. to 12:00 p.m.
H-769 (SGW)

October 3, 1990: Kelen Travel
2:00 p.m. to 4:00 p.m.
H-769 (SGW)

If you are interested in any one or all of the workshops, please call me so that I may reserve a place for you.

A.U.C.C.
(Association of Universities and Colleges of Canada)
Did you know that if you travel across Canada and stay at a hotel, you can present your Concordia staff I.D card and ask for a better than Corporate rate? Not all, but the majority of the hotels in Canada will honor this. If you do come across a hotel/motel that does or doesn't honor this, please give me a call so that I can establish a list of hotels that could help us save money on future business and personal trips.

Hotel Chateau Versailles
I am presently working with the hotel manager to establish a preferential rate for our visiting lecturers as well as Concordia University members. The hotel is a beautiful place within walking distance from the University, offering a variety of services. (See attached for more information.)

Questionnaire
Sometime in October, you will be receiving a

questionnaire on our three recommended travel agents. I would appreciate it if you could fill-out the questionnaire and return it to my attention as soon as possible. The purpose of this questionnaire is to enable us to review our travel agents, as our agreement with them is up for renewal. So please, help us to help you when it comes to improving our services **and** saving money.

Newsletter

Every other month, a newsletter will be issued to the University community, just like this one, telling you of the on-going events and specials that are being offered and of other travel-related news. In addition, our travel agents will be sending you their newsletters and/or notices.

Should you have any suggestions or comments, please feel free to contact me. I will be more than pleased to assist you on any travel-related matters. ■